***SUMMARY OF QUESTIONS ASKED ON ONLINE FORM – FOR INFORMATION ONLY***

**Organisation**

Organisation Legal Name

Organisation Address (Street; City/Town; State/County; Postal/Zip Code; Country)

Organisation Phone Number

Website Address:

**Registration**

Which of these bodies are you registered with:

* The Register General (with approval from the Ministry of Justice) – Malawi
* The Ministry of Health, Community Development, Etc – Tanzania
* The National Bureau for Non-Governmental Organisations – Uganda
* Charity Commission (including for Scotland)
* Companies House
* None of the Above

Registration number:

Date first registered: dd/mm/yyyy

**Main Contact Details**

First name

Last Name

Position within organisation/Job title

Telephone

Email address

**About the Organisation**

Objectives of the organisation as stated in your governing document or certificate of registration

How many trustees/directors are on your Board

How many staff do you employ (*full-time equivalent eg 1.5*)

How many volunteers are active in the organisation at present

What insurances do you hold (please give policy number after any listed)

Have you been funded by Hilden before (Yes/No)

If yes please state most recent funding:

 £

 Mm/yyyy

**Organisation Finances**

For your current financial year, please provide (in £ Sterling):

Unrestricted Income

Restricted Income

Total Income

Total Expenditure

Expected level of unrestricted reserves at year end (excluding Fixed Assets)

**Your Request**

Complete the purpose of your funding request in one sentence of no more than 20 words, starting with

“We are applying for funding to…..

Amount Requested:

 Year 1 £

 Year 2 £

 Total £

When would the funding start (please allow at least 3 months from the date you submit your application):

mm/yyyy

Please describe in more detail what you want the grant to support and why it is needed (*max 250 words*)

Why are you the right organisation to do this work (*max 150 words*)

Who will be the main beneficiaries of this work (*max 50 words*)

How many people will *directly* benefit from this funding *per year*

How will the people you help be involved in shaping the project (*max 100 words*)

Please outline the three main benefits for people that the project will deliver:

 1.

 2.

 3.

Please outline any of the following items that the grant would support (in £ Sterling):

* Project salaries/staffing costs: £
* Equipment: £
* Volunteer Costs: £
* Transport/travel: £
* Building works: £
* Other: £

**Referee**

Please provide the name and contact details of an organisation that has funded you at some point within the past 2 years

* Referring Organisation’s name
* Contact person’s name
* Email address:
* Telephone number:
* Amount they funded you: £
* Year they funded you: yyyy

**Supporting Documents**

You must upload the following documents:

* Your most recent full accounts and report
* Your certificate of registration as an NGO
* Your safeguarding policy
* Your constitution or governing document and which contains your dissolution clause